

**DATE:** January 2023  
**TITLE:** Career Specialist (Full-Time) – Litchfield, Illinois (Montgomery County)

**GENERAL STATEMENT OF DUTIES:**

Responsible for providing direct service to job search customers and business patrons who utilize the Job Center in Litchfield, Illinois, but the position will also include serving customers and businesses throughout Montgomery County. Services include career counseling, job search assistance, assessment and testing, labor market information, referral to partner agencies, job placement, resume assistance, and information and/or enrollment in workforce development programs. Responsible for maintaining participant files on the Illinois Workforce Development System (IWDS – the Workforce Investment Act tracking system) and the Illinois Work Net portal (IWN – the online resource that provides career, education, and work support information for Illinois residents and businesses).

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Provide career counseling, job search assistance, referral and job placement services to customers needing assistance in the Job Center
- Responsible for overall enrollment of individuals in workforce development programs, including recruitment, testing, counseling, placement, program marketing, and for providing current labor market information
- Responsible for maintenance of customer/participant files, which includes the accurate and timely completion of forms and paperwork, and collection of necessary documentation for submission to the administrative office
- Administer to customers/participants a variety of career and aptitude tests and prepare results for interpretation
- Negotiate, prepare, and maintain contracts with service providers, training institutions, and employers
- Responsible for maintaining and tracking obligations/expenditures for the preparation and submission of monthly fiscal reports
- Coordinate services with other human service agencies and partners to ensure customers are receiving maximum assistance and to prevent duplication of services
- Facilitate workshops, training sessions, and program orientation in a group setting or individual basis
- Provide to the Executive Director all Continuing Education Courses or Educational Certificates for personnel file and maintain personal file
- Perform other duties/tasks requested by Executive Director and/or Workforce Development Program Manager

**SUPERVISION RECEIVED:**

This position reports to the Executive Director or Workforce Development Program Manager. Oversight is provided by the West Central Development Council Board and the Workforce Development Board.

(Continued)

**QUALIFICATIONS:**

- Individual should possess a Bachelor's Degree and past experience working for a workforce development agency or other human service program.
- Must have a professional appearance; be able to communicate effectively with customers, general public, representatives of business and vocational schools, as well as co-workers.
- Computer experience and be willing to learn all aspects of the IWDS System and the IWN System in order to maintain, manage, and trouble shoot problems, as well as be able to assist co-workers in resolving input or network issues.
- Requires good organizational skills, including the accurate preparation of reports, ability to develop and manage an office budget, the capacity to maintain complete records, and the capacity to work independently.
- Must be capable of working one-on-one with job seekers including displaced workers, youth, and adults - analyzing their needs, capabilities, and potential and developing a plan that includes the right mix of workforce development services.
- Travel periodically within the service area, which includes offices as assigned, attend workshops/seminars, and have a commitment to continuous improvement.

***Full-Time Position, \$18/hr.***

***To apply, please email a cover letter & resume to (specifying position):***

***Betty Scheldt***

***[betty.scheldt@west-central.org](mailto:betty.scheldt@west-central.org)***

**APPLICATIONS ACCEPTED UNTIL JANUARY 27th, 2023**